

Newsletter Information

Name: _____

Please list article type (i.e., general information, customers profile, employee profile, event, etc.):

Why is this information important?: _____

What's the main news of the story?: _____

Who is involved?: _____

Quote(s) from participants/interested parties: _____

What's next? What conclusion do you want the readers to reach, or what should they do,
as a result of the article?: _____

Other potential contacts: _____